

## VII. VEHICLE USE

### A. OFFICIAL USE ONLY

State-owned passenger-carrying vehicles shall be driven only by state employees and used for official state business only, except as may be allowed under Paragraph K of this section. **It shall be unlawful for any state employee to use a state-owned vehicle for any private purpose whatsoever.** Commuting privileges approved by MFM are not considered a private purpose. An employee with an individual permanently assigned vehicle may drive the vehicle to and from his/her home when one or more of the following conditions exist:

1. By virtue of his/her position, the employee is entitled to use the vehicle and is so approved and authorized by the Secretary of the Department of Administration.
2. Employee's duties are routinely related to public safety or are likely to expose him/her to life-threatening situations.
3. Employee's home is his/her official work station and the vehicle is parked at home when not being used for official business.
4. State-owned vehicle is required for a trip the following workday and employee's home is closer to the destination than the regular work station, and the employee does not have to report to his/her regular work station before beginning the trip. Frequent occurrence of this situation requires MFM approval.
5. Temporary and agency-assigned vehicles may not be driven to an employee's home unless one of the above four conditions applies.

### B. COMMUTING POLICY

Employees who routinely drive any state-owned vehicle between their home and work station shall reimburse the state for mileage. Reimbursement shall be made by payroll deduction. The amount of reimbursement shall approximate the benefit derived from the use of the vehicle as prescribed by federal law at a rate established by Motor Fleet Management and shall be for 20 days per month. Commuting privilege requires prior approval of Agency Head and MFM.

Commuting, for purposes of this paragraph, does not include those individuals whose office is in their home, as determined and approved by the Office of State Budget and Management. Also, this paragraph does not apply to the following vehicles: (i) clearly marked police and fire vehicles, (ii) delivery trucks with seating only for the driver, (iii) flatbed trucks, (iv) cargo carriers with over a 14,000-pound capacity, (v) school and passenger buses with over 20-person capacities, (vi) ambulances, (vii) hearses, (viii) bucket trucks, (ix) cranes and derricks, (x) forklifts, (xi) cement mixers, (xii) dump trucks, (xiii) garbage trucks, (xiv) specialized utility repair trucks (except vans and pickup trucks), (xv) tractors, (xvi) unmarked law enforcement vehicles that are used in undercover work and are operated by full-time, fully sworn law enforcement officers whose primary duties include carrying firearms, executing search warrants, and making arrests, and (xvii) any other vehicle exempted under Section 274 (d) of the Internal Revenue Code of 1954, and Federal Internal Revenue Service regulations based thereon.